

# Customizing the myUMB Portal

## Personalizing Content

Select which pagelets you want to appear in your myUMB Portal

## Personalizing Layout

Change the location and layout of the pagelets in your myUMB Portal

## Customizing the “UMB Applications Signon Req’d” Pagelet

Add links to other Enterprise systems to your myUMB Portal.

These applications do not use myUMB Authentication, you may need a separate username and password.

## Customizing the “UMB Email Systems” Pagelet

Add links to access your University, School, or Department email account.

# Personalizing Content in the myUMB Portal

The screenshot displays the myUMB portal interface. At the top, the header includes the myUMB logo, the text 'UNIVERSITY OF MARYLAND, BALTIMORE PORTAL', and a navigation bar with 'Home' and 'Sign out' links. Below the header, the user's session information '2009.10.08 10:04 AM ASC User' is shown. The main content area features a 'My Page' section with tabs for 'My UMB Affiliate Info', 'Personalize', 'Content', and 'Layout'. The 'Content' tab is highlighted with a red box, and a red arrow points from it to a callout box at the bottom of the slide. The 'Enterprise Menu' is expanded, listing various links such as 'EHS TMS Admin', 'Faculty & Staff Links', and 'Manage myUMB Account'. Other visible widgets include 'UMB Campus Alerts', 'IT Alerts', 'UMB Search', 'UMB Application Signon Req', 'UMB Email Systems', and 'Campus News'.

Click Content to personalize

# Personalizing Content in the myUMB Portal

## Personalize Content: My Page

Tab Name:

Choose Pagelets: Simply check the items that you want to appear on your home page. Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

Welcome Message:

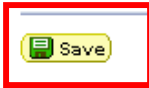
### UMB Portal Pagelets

- [UMB Application Signon Req'd](#)
- [UMB Email Systems](#)
- [UMB Search](#)
- [UMB Campus Alerts](#)
- [IT Alerts](#)
- [UMB Passwd Expiration Notifier](#)

### PeopleSoft Applications

- [Enterprise Menu](#)

1. Enter a Tab Name, if desired
2. Enter a Welcome Message, if desired
3. Check items that you want to appear on your home page; uncheck items that you do not want to appear



[Return to Home](#)

Remember to click **SAVE!**

# Personalizing the Layout of the myUMB Portal

The screenshot displays the myUMB portal interface. At the top, the header includes the myUMB logo, the text 'UNIVERSITY OF MARYLAND, BALTIMORE PORTAL', and a navigation bar with 'Home' and 'Sign out' links. Below the header, the user's session information '2009.10.08 10:04 AM ASC User' is shown. The main content area is divided into several sections. On the left, there is a 'My Page' section with tabs for 'My UMB Affiliate Info', 'Personalize', 'Content', and 'Layout'. The 'Layout' tab is highlighted with a red box, and a red arrow points from this box to a callout box at the bottom of the slide. The 'Enterprise Menu' section lists various links such as 'EHS TMS Admin', 'Faculty & Staff Links', and 'Manage myUMB Account'. Other sections include 'eUMB News' with recent news items, 'UMB Campus Alerts', 'IT Alerts' regarding a system upgrade, 'UMB Search', 'UMB Application Signon Req', 'UMB Email Systems', and 'Campus News' featuring an event titled 'AMCP 2009 Educational Conference'.

Click Layout to personalize



# Personalizing the Layout of the myUMB Portal

**myUMB UNIVERSITY OF MARYLAND, BALTIMORE PORTAL**

2009.10.08 10:08 AM ASC User Home | Sign out  
My Links Select One: ▾

## Personalize Layout: My Page

Tab Name: My Page


Basic Layout:   2 columns   3 columns

Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done.

Add Pagelets: Go to [Personalize Content](#)

# = Required - fixed position pagelet  
\* = Required - moveable pagelet

Left Column:	Center Column:	Right Column:
#Enterprise Menu	#UMB Passwd Expiration Notifier #UMB Campus Alerts #IT Alerts	UMB Search UMB Application Signon Req'd UMB Email Systems

 Directional Arrows

[Delete Pagelet](#)

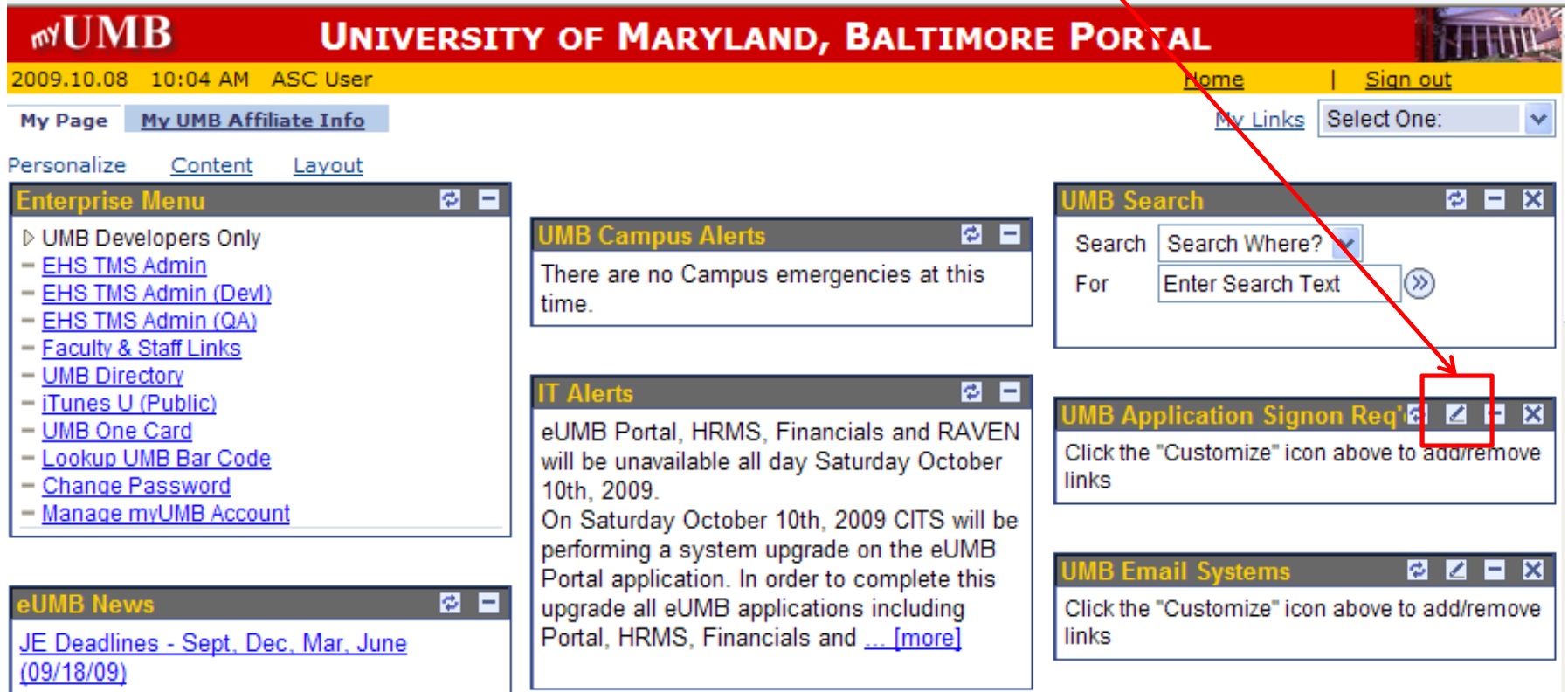
[Save](#) [Return to Home](#)

**Remember to click SAVE!**

1. Select either a 2 or 3 column layout
2. Use the directional arrows to re-order or move components from one column to the other. Or use the Delete Pagelet function to delete them altogether.

# Customizing the “UMB Application Signon Req” Pagelet

Click on the “Customize” button  on the “UMB Application Signon Req” pagelet.



**myUMB UNIVERSITY OF MARYLAND, BALTIMORE PORTAL**

2009.10.08 10:04 AM ASC User [Home](#) | [Sign out](#)

**My Page** **My UMB Affiliate Info** [My Links](#) Select One:

[Personalize](#) [Content](#) [Layout](#)

**Enterprise Menu**

- ▶ UMB Developers Only
  - [EHS TMS Admin](#)
  - [EHS TMS Admin \(Dev\)](#)
  - [EHS TMS Admin \(QA\)](#)
  - [Faculty & Staff Links](#)
  - [UMB Directory](#)
  - [iTunes U \(Public\)](#)
  - [UMB One Card](#)
  - [Lookup UMB Bar Code](#)
  - [Change Password](#)
  - [Manage myUMB Account](#)

**eUMB News**

[JE Deadlines - Sept, Dec, Mar, June \(09/18/09\)](#)

**UMB Campus Alerts**

There are no Campus emergencies at this time.

**IT Alerts**


eUMB Portal, HRMS, Financials and RAVEN will be unavailable all day Saturday October 10th, 2009. On Saturday October 10th, 2009 CITS will be performing a system upgrade on the eUMB Portal application. In order to complete this upgrade all eUMB applications including Portal, HRMS, Financials and ... [\[more\]](#)

**UMB Search**

Search    
For

**UMB Application Signon Req** 










Click the "Customize" icon above to add/remove links

**UMB Email Systems** 

Click the "Customize" icon above to add/remove links

# Customizing the “UMB Application Signon Req” Pagelet

## UMB Apps Requiring SignOn

UMB Applications Requiring SignOn		Customize   Find   [grid icon]	First [left arrow] 1-17 of 17 [right arrow] Last
<input type="checkbox"/>	Accellion Secure File Transfer		
<input type="checkbox"/>	Blackboard		
<input type="checkbox"/>	Continuing Education Blackboard		
<input type="checkbox"/>	Corp Procurement Card (CPC)		
<input type="checkbox"/>	EHS Training Mgmt System		
<input type="checkbox"/>	e-Learning@UMB		
<input type="checkbox"/>	FAS (requires IE6 or Firefox)		
<input type="checkbox"/>	iTunes U (Campus)		
<input type="checkbox"/>	Law Blackboard		
<input type="checkbox"/>	MAXIMUS (Effort Reporting)		
<input type="checkbox"/>	OneCard		
<input type="checkbox"/>	Space Inventory (OSIS)		
<input type="checkbox"/>	SIMS		
<input type="checkbox"/>	Site Executive (CMS)		
<input type="checkbox"/>	SURFS		
<input type="checkbox"/>	UMB Classroom Inventory		
<input type="checkbox"/>	VOICECOM Telephone Billing		

[Return to Home](#)

1. Select the links you want to appear in the Pagelet
2. Click on the “Save” button

 Save

# Customizing the “UMB Email Systems” Pagelet

Click on the “Customize” button on the “UMB Email Systems” pagelet.

The screenshot displays the myUMB University of Maryland, Baltimore Portal interface. At the top, a red banner contains the myUMB logo and the text "UNIVERSITY OF MARYLAND, BALTIMORE PORTAL". Below this, a yellow navigation bar shows the date and time (2009.10.08 10:04 AM) and the user (ASC User), along with links for Home and Sign out. A "My Page" section includes "My UMB Affiliate Info" and a "My Links" dropdown menu. The main content area is divided into several pagelets: "Enterprise Menu" with a list of links; "UMB Campus Alerts" with a message about emergencies; "IT Alerts" with a system upgrade notice; "UMB Search" with search fields; "UMB Application Signon Req" with a message about adding/removing links; and "UMB Email Systems" with a message about adding/removing links. A red arrow points from the "Customize" button icon in the "UMB Email Systems" pagelet to the text box above.

myUMB UNIVERSITY OF MARYLAND, BALTIMORE PORTAL

2009.10.08 10:04 AM ASC User Home | Sign out

My Page My UMB Affiliate Info My Links Select One: ▾

Personalize Content Layout

**Enterprise Menu**

- ▶ UMB Developers Only
  - [EHS TMS Admin](#)
  - [EHS TMS Admin \(Dev\)](#)
  - [EHS TMS Admin \(QA\)](#)
  - [Faculty & Staff Links](#)
  - [UMB Directory](#)
  - [iTunes U \(Public\)](#)
  - [UMB One Card](#)
  - [Lookup UMB Bar Code](#)
  - [Change Password](#)
  - [Manage myUMB Account](#)

**UMB Campus Alerts**

There are no Campus emergencies at this time.

**IT Alerts**

eUMB Portal, HRMS, Financials and RAVEN will be unavailable all day Saturday October 10th, 2009. On Saturday October 10th, 2009 CITS will be performing a system upgrade on the eUMB Portal application. In order to complete this upgrade all eUMB applications including Portal, HRMS, Financials and ... [\[more\]](#)

**UMB Search**

Search Search Where? ▾  
For Enter Search Text >>

**UMB Application Signon Req'**

Click the "Customize" icon above to add/remove links

**UMB Email Systems**

Click the "Customize" icon above to add/remove links

# Customizing the “UMB Email Systems” Pagelet



1. Select the email system links you want to appear in the Pagelet
2. Click on the “Save” button

[Return to Home](#)

 Save